



HEADQUARTERS  
**PENNSYLVANIA WING CIVIL AIR PATROL**  
UNITED STATES AIR FORCE AUXILIARY  
BUILDING 3-108  
FORT INDIANTOWN GAP  
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## MEMORANDUM FOR PAWG MEMBERS

**From:** Lt Col Bob Meinert, PAWG/EX

**CC:** COL Fred Weiss, PAWG/CC

**Date:** 02/12/03

**Re:** New CAPF 7, 7T, & 108

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1. Enclosed in this Wing mailing are copies of the new CAPF 108, 7 & 7T. These are to be used immediately and older versions are no longer acceptable.
  2. The completion instructions are essentially the same as previous additions. The biggest changes occur when the form reaches the Wing and State Directors office. The Air Force and National has changed our signature certification blocks. The letter from Col Allenback is included for your information.
  3. You will see a change in the look and some of the blocks on each of the forms. Instructions for the 108 are included on the reverse side.
  4. All previous Wing guidance remains the same. The Wing will sign the form if you are submitting for member incurred expenses. You need to attach or write on the blank area above numeral 11 who should be reimbursed and where we should send the check. Pennsylvania Wing is still the claimant. Remember to enter the correct mission number and mark your form as a partial. Types of expenses that can be reimbursed remains the same – Fuel, Oil, Communications and Toll costs. Receipts must be included and sent to Wing.
  5. Form 7 and 7T guidance remains the same as well. All blocks must be completed as shown on the form. The only option is in Section III. Complete the 'Reimburse to Region/Wing blocks only by entering PA.
  6. As these forms are now in effect, please ensure the widest dissemination and distribution of this information and these forms. Forms are also available through links from the National Website.